## DATA ITEM DESCRIPTION

| 1. TITLE | 2. IDENTIFICATION NUMBER |
|---|---|
| Asset Identification Report | DID-M003 |

| 3. DESCRIPTION/PURPOSE | 4. APPROVAL DATE |
|---|---|
| The Asset Identification Report is an electronic bill of material of all assets applicable to a system and/or subsystem where the assets have been affixed with a barcode label. The label becomes the "License Plate" against which attributes of the asset may be recorded in, or extracted from, the FAA's asset management systems. The license plate provides unique identification of the asset over its serviceable life cycle. This is applicable to each Static Transfer Switch (STS) in accordance with FAA Order 4600.27A. This report is produced in electronic format. | 7/19/10 |
| | **5. RESPONSIBLE OFFICE**<br>FAA Logistics Center |
| | **6. REFERENCE**<br><br>FAA AMS |

**7. APPLICATION/INTERRELATIONSHIP**

7.1 This data item description applies to all contracts where the agency (FAA) has purchased assets or equipment.

7.2 Each item in this DID may not be appropriate to all contracts. If approved by the Government, tailoring of this DID is permissible to include date items not identified herein, or to omit data items not present in a given contract. Any such tailoring must be supplied for Government review in a proposed modified DID form. Government approval must be obtained to any tailoring of this DID.

**8. APPROVAL LIMITATION**

| 9a. APPLICABLE FORMS | 9b. AMSC NUMBER |
|---|---|

**10. PREPARATION INSTRUCTIONS**

10.1    Format. Specific content and formal instructions for this document are identified below.

10.1.1 Response to tailoring Instructions. In the event that a paragraph or subparagraph has been expanded, a statement describing the intent and    use of the added information must be added directly following the heading of each such (sub) paragraph. In the event that a paragraph or subparagraph has been tailored out, a statement to that effect must be added directly following the heading of each such (sub) paragraph. If a paragraph and all of its subparagraphs are tailored out, only the highest-level paragraph heading needs to be included.

10.1.2 Use of alternate presentation styles. Charts, tables, matrices, or other presentation styles are acceptable when the information required by the paragraphs and subparagraphs of this DID can be more readable.

10.1.3 Paragraph numbering. Paragraph numbering shall follow the outline contained in Section 10.2 below.

10.1.4 Contents. Submitted documentation should follow outline and content of Section 10.2 as tailored by the Contract Data Requirements List (CDRL).

10.1.5 Use of Existing Data. Data provided by the contractor for this DID shall be extracted from contract related deliverables to the fullest extent possible.

10.1.6 DID Tailoring. Unless otherwise specified in the contract, all paragraphs of Section 10.2 are required.

10.2    Outline and Content. The submitted shall be in accordance with the following outline and content.

10.2.1 Media. The report shall be submitted in softcopy in MS Excel/industry standard spreadsheet or ASCII text as appropriate on electronic media. The header and footer records occur once.

10.2.2 Contents. The ELECTRONIC FILE shall contain a listing of all assets that have been identified with a unique asset identifier. Lowest Replaceable Units (LRUs) may consist of circuit boards, modules, cables, power supplies, etc. The following data elements shall be recorded as they apply to each asset. This Report shall contain data elements for every item of each type (System, Equipment, Installed Asset and Asset Spares), for which a bar code exists. Use the Comments field to qualify and/or extend the data elements within System, Equipment, Installed Asset and Asset Spares categories.

10.2.3 Required fields. The mandatory fields for data to be imported into the FAA's asset management system are listed below in **BOLD** and required column "Yes". Fields not listed as required, may be required as determined by the systems/assets Program Office.

**11. DISTRIBUTION STATEMENT**

**10.2.3 (cont)  DID Required Fields - Contractors**

Contractors are required to include the following fields (as defined in 10.2.3 of the DID preparation instructions) as described below:

| Field Name | Type/Length | Required | Description |
|---|---|---|---|
| **Asset Barcode** | VarChar (30) | Yes | Asset Barcode (See Asset Identification Specification) |
| **Equipment Description** | VarChar (30) | Yes | Asset Name, Nomenclature or Description |
| **National Stock Num** | VarChar (13) | Yes | Defense Logistics Information Service assigned National Stock Number |
| **Mfg Part Number** | VarChar (32) | Yes | Manufacturer assigned Part Number |
| **CAGE Code** | VarChar (5) | Yes | Manufacturer's CAGE Code assigned by Defense Logistics Information Service |
| **Serial Number** | VarChar (30) | Yes | Manufacturer assigned Serial Number |
| **Manufacturer** | VarChar (36) | Yes | Manufacturer Name |
| **Year Manufactured** | Numeric (4) | Yes | Year Asset Manufactured |
| **Cost** | Dollar (8) | Yes | Acquisition Cost |
| Unit of Issue | VarChar (25) | No | See Pick List |
| PR Number | VarChar (14) | No | FAA Purchase Request Number |
| **Contract/PO number** | VarChar (17) | Yes | FAA Contract / Purchase Order Number |
| Comments | VarChar (450) | No | Comment |
| **Parent Barcode** | VarChar (30) | Yes | Barcode of the Asset, for which this asset is a sub-assembly. If Parent is N/A the field should contain the Asset Barcode. |
| **Warranty Expiration\*** | Date(8) | Yes\* | MM/DD/YYYY |
| **Photo Identifier\*** | Digital Photo | Yes\* | 2 Photos, one of the entire part pointing to the barcode, and one zoomed in photo showing the placement (with specified measurements for location) of the barcode |

**Table 1: DID required fields for contractors**

**\*Note:** Warranty Expiration and Photo Identifier information is required for assets acquired by the FAA Logistics Center (FAALC)

### 10.2.3 (cont)  DID Required Fields – FAA

For proper tracking in Automatic Inventory Tracking System (AITS), the FAA acquiring entity must add the following fields to the information provided by the contractor:

| Field Name | Type/Length | Required | Description |
|---|---|---|---|
| **Region** | VarChar (2) | Yes | See Pick List |
| **Cost Center** | VarChar (8) | Yes | FAA Cost Center Code |
| **Location ID** | VarChar (4) | Yes | Facility Service Equipment Profile assigned Facility Type |
| **Facility Type** | VarChar (5) | Yes | Facility Service Equipment Profile assigned Location Identifier |
| **Location 1** | VarChar(30) | Yes | |
| **Location 2** | VarChar(30) | Yes | |
| **Location 3** | VarChar(30) | Yes | |
| **Test Equipment** | Boolean | Yes | |
| Job Order Number | VarChar (5) | No | Resource Tracking Program assigned Job Order Number |
| Fund Source | VarChar(1) | No | |
| Fund Source Comment | VarChar(30) | No | |
| **F & E** | Boolean | Yes | |
| Condition Code | VarChar(1) | No | |
| System Name | VarChar(25) | No | |
| Date Received | Date(8) | Yes | |
| Remarks | VarChar(450) | No | |

Table 2: DID required fields for FAA acquiring entities

### 10.2.4  Asset Identification Label

See the Asset identification Specification (in the previous section of this document) for complete label and identification specifications. Documents are available from the Asset Management & National Airspace System (NAS) Supply Support Team (AM&NSST) website at:
https://intranet.faa.gov/FAAEmployees/org/linebusiness/ato/operations/technical_operations/amnsst/